



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Cash Receipt and Revenue Transmittals District or Division Duplicate

CUTOFF: End of state fiscal year

DESCRIPTION: Receipt and transmittal of money forms retained in District or Division office.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Original in Financial Services office.

DISPOSITION ACTION: Destroy

SERIES: 23682

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Change Management and Cultural Files

CUTOFF: When superseded or obsolete

DESCRIPTION: Correspondence and reports having an ongoing impact on operational management decisions. May include, but is not limited to reports from external entities.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23666

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Conference, Seminar, and Workshop Sponsorship Records, using State Funds

CUTOFF: End of state fiscal year in which conference, etc. completed

DESCRIPTION: Records documenting MoDOT's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Events not sponsored or co-sponsored by MoDOT are not included in this policy. Events such as the Transportation Engineers Association of Missouri (TEAM) conference are not sponsored by MoDOT even though MoDOT employees play a role in the conference.

DISPOSITION ACTION: Destroy

SERIES: 23450

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Employee Payroll and Benefits File-Operational Unit

CUTOFF: End of calendar year in which separated from employment

DESCRIPTION: Operational unit copy of payroll file, if desired. May include, but is not limited to copies of current payroll instructions, deduction authorization forms, tax withholding instructions, payroll correspondence specific to an employee, application for insurance and benefits, COBRA notifications, and information about prior service for retirement.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23619

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Equipment Inventory

CUTOFF: When superseded or obsolete

DESCRIPTION: Listing of the MoDOT's fixed assets, including but not limited to computers, furniture, or specialized equipment, listings of roadway and bridge inventories of signals, lighting and flasher assets, signs, radio towers, and Intelligent Transportation System (ITS) architecture.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23651

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Mailing Lists

CUTOFF: When superseded or obsolete

DESCRIPTION: Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23656

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Minutes - Official State Committees, Commissions, Boards, and Councils

CUTOFF: End of state fiscal year

DESCRIPTION: Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, reports presented at the meeting and other supporting documents. Includes, but is not limited to Missouri Transportation Finance Corporation (MTFC) and Medical Board.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23449

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Minutes- Agency Staff or Agency Committee Minutes

CUTOFF: End of state fiscal year in which determined inactive

DESCRIPTION: Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Business unit must review these files for destruction every 3 years.

DISPOSITION ACTION: Destroy

SERIES: 23562

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Minutes-Verbatim Recordings (Stenographic, Audio, or Video)-Notes (Handwritten or Digital)

CUTOFF: Completion of transcription

DESCRIPTION: Recordings of meetings made exclusively for note taking, preparation of minutes or records of action, or transcription of official meetings or proceedings.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23561

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Official Report

CUTOFF: End of state fiscal year in which report is released

DESCRIPTION: State publications which are either a printed statement by a state agency, issued at specific intervals, such as annual or biannual, which describe its operations and progress, and possibly contain a statement of its future plans; or a formal, written account of an investigation given by an agency or organization, delegated to make the investigation. Reports may also include a detailed explanation or description of the previous year's activity, mission, goals, revenue collections, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. A copy will be sent to the Missouri State Library, per 181.100 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23452

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Policy, Procedure and Planning Records

CUTOFF: End of state fiscal year in which superseded

DESCRIPTION: Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence, announcement of revised forms and updated rates and values within policies, external program procedures or planning documents, engineering standards and legally binding contractual specifications and drawings.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives. Records disclosing sensitive information that would threaten public safety under MoDOTs Critical Infrastructure Information Policy will not be sent to the Missouri State Archives

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23451

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Policy, Procedure and Planning Supporting Documentation for Administrative Operations

CUTOFF: End of state fiscal year in which final version published

DESCRIPTION: Material used in the development of policies, procedures and plans of the Missouri Department of Transportation. May include, but is not limited to drafts, research notes, and related documentation for administrative operations. Includes Statewide Transportation Improvement Program (STIP) development supporting documents such as, Project Initialization/Estimate (PIE) forms and Project Amendment Tracking System (PATS), award adjustment records and special program records.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: See 23601 for supporting documents to MoDOT engineering standards and specifications.

DISPOSITION ACTION: Destroy

SERIES: 23754

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Procedure Guidelines and Manuals - Abbreviated

CUTOFF: End of state fiscal year in which superseded

DESCRIPTION: Abbreviated documentation of internal instructions, rules, and guidelines for current agency procedures. May include, but is not limited to departmental procedures, handbooks, flowcharts, partial lists of codes and desk manuals. Record copy maintained by the issuing office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23731

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Procedure Guidelines and Manuals for Administrative Operations

CUTOFF: End of state fiscal year in which superseded

DESCRIPTION: Documentation of internal instructions, rules, and guidelines for current MoDOT procedures. Records may include, but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23732

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division:

Sub-Section:

TITLE: Reports of Compliance with Federal or State Requirements – Non-Financial

CUTOFF: End of calendar year in which report is released

DESCRIPTION: Annual and semi-annual reports mandated by federal or state law. Includes, but is not limited to Disadvantage Business Enterprise (DBE) Program Submittal, Equal Opportunity and Civil Rights Contract Compliance, Title VI, American Disabilities Act, Limited English Proficiency, Annual National Bridge Inventory (NBI) data, and Davis-Bacon Act reports.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23703

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011